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Decorations, Awards and Honors

California Army National Guard NCO/Soldier of the Year Program

FOR THE GOVERNOR:

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Summary. This circular provides policies and procedures for the California Army National Guard NCO/Soldier of the Year Program.

Applicability. This circular applies to all of the elements of the California Army National Guard.

Interim changes. Interim changes to this circular are not official unless they are authenticated by the Director of Military Personnel.

Suggested improvements. The proponent of this circulation is the Directorate of Military Personnel. Users are invited to send comments and suggested improvements to OTAG (CAMP), P.O. Box 269101, Sacramento, CA 95826-9101.

Distribution. Distribution of this regulation is for Army-A.

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Contents (Listed by paragraph and page number)

Purpose • 1, *page 1*
General • 2, *page 1*
Responsibilities • 3, *page 1*
Recommendation procedures • 4, *page 2*
Board administration • 5, *page 2*
Recognition of selectee • 6, *page 2*
Terminated selection • 7, *page 2*
Funding • 8, *page 3*
Slides • 9, *page 3*
Soldier Banquet • 10, *page 3*
Fifth United States Army Board • 11, *page 3*
Key dates • 12, *page 3*

Appendixes

A. Study Materials, *page 4*

1. Purpose

To establish policy and procedures for the administration and implementation of the California Army National Guard NCO/Soldier of the Year Program.

2. General

a. Selection as a California Army National Guard NCO or Soldier of the Year distinguishes the soldier whose individual leadership and professional achievements merit special recognition. Two categories are represented; soldiers in the rank of Private through Specialist comprise one category, and Corporal through Sergeant First Class comprise the second category. The NCO/Soldier of the Year program is a means of recognizing soldiers who contribute significantly towards the development of a professional and combat ready force.

b. While considering a soldier's total record, weighted emphasis is placed on leadership values and qualities and the ability to train, manage and provide for the welfare of the individual soldier.

3. Responsibilities

a. *Director Military Personnel, Army Division:*

(1) Has primary staff responsibility for administering the California Army National Guard NCO/Soldier of the Year program.

(2) Process appropriate award recommendations and executive correspondence, and procure/prepare the awards for the NCO and Soldier of the Year winners.

(3) Coordinate billeting/lodging for nominees and board members.

(4) Ensure appropriate recognition is provided for all soldiers who appear before the state board. The California Commendation Medal (CACM) is awarded at state level based on prerequisites set by AR 670-1, AR 600-8-22 and CA ARNGR 672-1.

(5) Coordinate special presentations and soldier of the year activities.

(6) Insure that letters of congratulations from the Adjutant General, State of California, are provided for the soldier and NCO of the year and the individual's military personnel file.

b. *Senior Commands: 40th Infantry Division, 49th CSC, 223rd Regiment, STARC to include Detachments and SMR:*

(1) Have nomination authority.

(2) Provide maximum recognition of selectees, using all available publicity, including local newspapers, command newsletters and other media.

(3) Continue to emphasize and recognize selectees as vital members of the California Army National Guard.

(4) Develop procedures for selection of nominees that begin at the lowest level, e.g., company, troop, battery, and STARC Detachments. Selectees will appear before a board at all levels of selection.

(5) Insure any disclosures of personal information obtained through the program are under the provisions of AR 340-21, the Privacy Act of 1974. Personal information on nominees will be safeguarded FOR OFFICIAL USE ONLY, and disclosure outside Army National Guard channels will not be made without prior consent of the persons involved.

(6) Coordinate with Director of Military Personnel to preclude duplication of awards to selectees. The action is based upon authority to authorize awards for recognition of selectees at the various command levels.

c. *State Command Sergeant Major (CSM), California Army National Guard will:*

(1) Nominate board members to the Deputy Adjutant General, Army National Guard.

(2) Coordinate the date and specific location for the Soldier/NCO of the Year selection board. Obtain command approval for such selection.

d. *Command Sergeants Major of the 40th Infantry Division (Mech), 49th CSC, and 223rd Regiment:*

(1) Will have direct involvement in the selection process for the Soldier/NCO of the Year board-selecting representatives for their respective commands.

(2) Will disseminate information announcing the scheduled Soldier/NCO of the Year board dates for their respective command using eligibility criteria outlined in this circular.

(3) Command Sergeants Major will be appointed as president of the board for their respective organization.

(4) Will fully screen soldiers and NCOs representing their command and ensure that these soldiers have the necessary information and tools to compete at the various levels of competition.

(5) Senior Command/Major Command Command Sergeants Major will compose the state level Soldier/NCO of the Year board at OTAG on 6 December 2003.

e. *NCOICs for HQ(-) STARC, Recruiting and Retention, USPFO, Det 8 (Med Det), 170th CID, Civil Support Teams and the Training Centers at Camp Roberts, Camp San Luis Obispo and AFRC Los Alamitos:*

(1) Will have direct involvement in the selection process for the NCO/Soldier of the Year board selecting representatives from their respective commands to compete for the State Area Command (STARC) NCO/Soldier of the Year.

(2) Will disseminate information announcing the scheduled NCO/Soldier of the Year board dates for their respective command using eligibility criteria outlined in this circular.

(3) The NCOIC/Senior NCO will reside as President of the Board for their respective organization.

(4) Will fully screen soldiers and NCOs representing their command and ensure that these soldiers have the necessary information and tools to compete at the various levels of competition.

(5) Nominees from each command will appear before the STARC NCO/Soldier Board during November 2003.

(6) The State CSM or his representative and selected NCOICs/Senior NCOs for HQ (-) STARC, Recruiting and Retention, USPFO, Det 8 (Med Det), 170th CID and the Training Centers will comprise the boards for the STARC Soldier and NCO of the year.

(7) The winners will go on to represent STARC at the state level competition on 6 December 2003.

4. Recommendation procedures

a. Outstanding soldiers in two categories, Private through Specialist and Corporal through Sergeant First Class are eligible for nomination. Four representatives, one for each category, from the State Area Command, the 40th Infantry Division, the CA Combat Support Command and the 223rd Infantry Regiment are eligible to appear before the State Board.

b. The consideration of nominees is a continual process culminating in those soldiers most highly qualified being chosen to appear before the selection board.

c. The minimum selection criteria soldiers must meet are:

(1) Must have 100 percent drill attendance or excused absences for the past training year.

(2) Must be MOS-qualified or actively pursuing MOS qualification.

(3) Must meet height and weight standards and not exceed the maximum allowable body fat standards IAW AR 600-9.

(4) Must have passed the last administered Army Physical Fitness Test (AR 350-15). Failure to test or temporary profiles are not acceptable. APFT must be within 12 months of board for traditional guardsmen and within six months for AGR soldiers.

(5) Must have no record of military or civilian conviction for preceeding 12 months (including Article 15).

(6) Must have qualified with assigned weapon(s) IAW DA Pam 350-39.

(7) Must not have reached 18 total years of military service.

d. Utilize the following criteria for nomination and selection of both the soldier and the NCO of the year from your organization:

(1) Overall duty performance of unquestioned quality.

(2) Possesses the seven Army values, leadership qualities and potential.

(3) Supports the goals and objectives of the Adjutant General of the state of California.

(4) Demonstrates mission dedication.

(5) Military bearing.

(6) Unquestioned personal conduct.

(7) Outstanding personal appearance.

(8) Demonstrates an interest in the welfare of troops and peers.

e. Nominations must be submitted to OTAG, ATTN: CAAD-SM, not later than 21 November 2003. Nomination packets must contain the following information:

(1) Name.

(2) Grade.

(3) Social Security Number.

(4) Unit of assignment.

(5) Military Occupational Specialty.

(6) Duty Assignment.

(7) Length of Service.

(8) DA Form 2-1, Personnel Qualification Record.

(9) DA Form 705 APFT Score Card, (certified copy).

(10) Justification for recommendation, not to exceed two typed, double spaced pages from the Command Command Sergeant Major.

(11) Completed and signed request for orders.

(12) Copy of Weapon Qualification Record(s).

Government transportation will be used when available.

f. A previous winner / runner-up is not eligible to compete in the same category.

5. Board administration

a. We will hold the California Army National Guard NCO/Soldier of the Year Board on 6 December 2003. The board will convene at the Office of the Adjutant General (OTAG) in Sacramento.

b. The State Command Sergeant Major will announce the board location and time. Uniform for board members and nominees is the Army "Class A" green uniform with all authorized awards and decorations. Each nominee must appear before the board.

c. We will select the winners based on the highest scores attained on the overall evaluation. Winners will be announced at the Soldier/NCO of the Year Banquet held on 28 February 2004.

6. Recognition of selectee

a. Maximum use of public information (news media) and hometown news release will be made.

b. Each CAARNG NCO/Soldier of the Year will receive the California Commendation Medal.

c. Each CAARNG NCO/Soldier of the Year will receive a letter of congratulations from the Adjutant General. A copy will be placed in the individual's Military Personnel File.

d. Each CAARNG NCO/Soldier of the Year will receive an award from the National Guard Association of California.

e. Each CAARNG NCO/Soldier of the Year will receive an award from the Sergeants Major Association.

f. Each CAARNG NCO/Soldier will receive an award from the Enlisted Association of the National Guard of the United States.

g. Each CAARNG NCO/Soldier of the Year will receive an award from the Noncommissioned Officers Association of the United States.

7. Terminated selection

If a selectee is terminated from competition for reasons other than the competition elimination process, the Adjutant General, State of California, will be notified by memorandum through the State Command Sergeant Major explaining the reason for termination.

8. Funding

The CAAD-CS will provide funding for the state Soldier and NCO of the Year board and subsequent banquet. Respective commands must submit requests for IDT Travel orders to reach this headquarters, ATTN: CAOT, NLT 21 Nov 03. Furnish an information copy CAJS-HR-AGR, ATTN: AGR NCOIC. Soldiers will either be in a SUTA or RMA status. Unless private conveyance is approved by CAOT-SE, travel will be by military vehicle or commercial air. HQ (-) STARC will provide transportation from the Sacramento International Airport to OTAG. IDT travel will be the duty code used when requesting orders.

No Later Than March 2004

5th USA Board

9. Slides

We will take photographs of each candidate on 6 December 2003. We will utilize these pictures during the ceremony at the Soldier/NCO of the Year Banquet.

10. Soldier/NCO of the Year Banquet

We will hold the Soldier/NCO of the Year banquet on 28 February 2004. **Uniform for all Soldier/NCO of the year candidates during the banquet is Class A's, white shirt/blouse and black bow tie/neck tab.**

11. Fifth United States Army Board

The Fifth U. S. Army NCO/Soldier of the Year board is currently scheduled to be held during the month of March 2004 location TBD. Winners of the State NCO/Soldier of the Year board will compete in the Fifth Army competition. We will provide correspondence concerning this board to commands explaining the procedures.

12. Key Dates

No Later Than September 2003

Battalion boards

No Later Than October 2003

Brigade and STARC (-) Detachments boards

No Later Than November 2003

Senior Command and STARC boards

No Later Than December 2003

OTAG Board (6 December)

No Later Than February 2004

State Soldier and NCO of the Year Banquet

Appendix A

Study Materials for NCO/Soldier of the Year Board

1. We will select questions from the following major areas. Concentrate your study efforts in these areas.

- a.* World Affairs and Current Events
- b.* FM 22-100, Army Leadership, Counseling, Soldier Team Development to include all Appendixes.**
- c.* AR 600-20 Army Command Policy
- d.* AR 600-8-22 Awards and Decorations
- e.* AR 600-25, FM 22-5 Military Customs and Courtesies
- f.* AR 600-25, Flags, Honors & Salutes
- g.* NCOES, NCODP
- h.* AR 600-8-8 Army Sponsorship Program
- i.* DA Pam 608-47, Family Support Program
- j.* Army Programs (Weight Control, CHAMPUS, AER, ACS)
- k.* AR 600-20, Equal Opportunity
- l.* FM 22-5, Drill and Ceremonies
- m.* UCMJ (Appendix 2, Manuals for Court Martials): Articles 2, 15, 31, 86, 87, 90, 91 & 92
- n.* FM 25-101, Battle Focused Training
- o.* FM 25-100, Training the Force
- p.* FM 21-11, First Aid*
- q.* FM 23-9 & 23-31, Weapons (small arms)*
- r.* FM 21-26, Map Reading*
- s.* FM 3-7, 3-9, 3-100, 21-11, NBC*
- t.* FM 22-6, Guard Duty*
- u.* AR 380-5 & AR 381-12, Physical Security
- v.* AR 350-30, Code of Conduct
- w.* FM 27-10, Law of Land Warfare
- x.* FM 27-10, Geneva Convention
- y.* FM 21-20 & AR 350-41, Physical Training

* We will also derive board questions from the appropriate level CTT manual.

** Note: FM 22-100 (Army Leadership), dated August 1999, supercedes FM 22-100 (Military Leadership), FM 22-101 (Leadership Counseling), 22-102 (Soldier Team Development), 22-103 (Leadership & Command), and DA Pam 600-80 (Executive Leadership).

2. Stackpole and McMillan publications both produce numerous quality study guides which are sold at many PXs and Clothing Sales Stores.

3. Many of these references and numerous board study areas are available on the internet at various sites to include:

<http://155.217.58.58/atdls.htm>
<http://www.geocities.com/Pentagon/Quarters/9283/>
<http://www.bandabooks.com>